

BUILDING OFFICIAL

DEFINITION

Under general direction, to plan, organize, direct, and coordinate the building inspection, plan review, and building code enforcement functions of the county Community Development Department; to train, supervise, and evaluate the work of subordinate staff; to provide consultation for building ordinance revision and development; to perform the most complex and sensitive inspection, plan review, and code enforcement work; to approve building permits; to oversee maintenance and implication of permit software system; to answer questions regarding code enforcement and structural requirements for the public, architects, contractors, and engineers; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position classification for the top-level management position that provides direction and supervision for the County's building inspection, plan checking, and related customer service functions.

REPORTS TO

Community Development director, or County Administrative Officer (CAO).

CLASSIFICATIONS SUPERVISED

Building Inspector I, II; Building Inspector/Plans Examiner; Permit Technician

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is a partial description and is not restrictive as to duties required.)*

Plans, organizes, directs, and manages the County's building inspection, plan checking, and building code enforcement functions; supervises, trains, and evaluates assigned staff; develops a unit budget and controls expenditures; provides major input in the development, interpretation and revision of County building ordinances; Initiates periodic adoption/update of California Building Code, develops and recommends changes in fee schedules; serves on special committees and task forces; oversees the development and maintenance of building inspection records; performs the most complex and sensitive building inspection, plan checking, and building code enforcement functions; provides consultation and assists staff with work problems and assignments; approves the issuance of building permits; provides advice and consultation to the public, contractors, architects, and engineers; represents the County building inspection functions and policies with the Board of Supervisors, community organizations, other government agencies, and the general public. Coordinates with Community Development staff on front counter coverage, customer service policies/practices, data systems and enforcement matters. Administers and supports the Building Appeals Board.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; ability to walk in uneven terrain and on slippery surfaces; normal manual dexterity and eye-hand coordination; ability to crawl through various areas requiring movement on hands and knees; ability to climb, stoop, crouch, and kneel; lift and move objects weighing up to 50 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX; operate an automobile.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, and driving environments; some assignments performed alone in remote locations; work is performed in varying temperatures; exposure to dust, chemicals, and gases; exposure to electrical currents; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Practices, tools, equipment, and materials used in general construction trades.
- Accepted safety standards and methods of building construction.
- Qualities of various construction materials.
- Building codes and ordinances enforceable by the County, including California Building Codes.
- Principles of mathematics related to the building trades.
- Inspection methods and procedures.
- County code enforcement policies.
- Plan checking and review.
- Permitting software systems and permit processing.
- Budget development and control.
- Principles of management, supervision, training, and employee evaluation.

Ability to:

- Plan, organize, manage, and direct County building inspection, plan checking, and building code enforcement functions.
- Provide supervision, training, and work evaluation for assigned staff.
- Perform the most complex inspection, plan checking and review, and code enforcement assignments.
- Use and apply a wide scope of inspection methods and techniques.
- Detect deviations from laws, regulations, and standard construction practices.
- Read, interpret, and explain building plans, specifications, and codes.
- Apply technical knowledge of building trades work.
- Make mathematical calculations quickly and accurately.
- Communicate effectively both orally and in writing.
- Provide advice on acceptable construction methods and practices.
- Enforce regulations with firmness and tact.
- Prepare clear and concise reports.
- Represent the County building inspection functions with the Board of Supervisors, community organizations, contractor associations, other government agencies, and the public.
- Establish and maintain cooperative working relationships and promote a team working environment.
- Obtain Certification in Access Compliance (CASP).

Training and Experience:

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Five years of responsible building inspection experience, preferably in a lead, supervisory, or management position.

Special Requirements:

- Possession of, or ability to obtain, an appropriate valid California driver's license.
- ICC Certification as Building Official, and Certified Access Specialist (CASP) preferred.

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